

USE OF SPACE AT SUITLAND

1. Memo of 23 January 1964
 - a. Records Center will be filled by April 1967
 - b. Work with USIB Records Officers to get space at Suitland.
 - c. 7 April 1964 told to proceed
2. Suitland Records Center (GSA)
 - a. Agreement with AEC, DIA, NSA, and State to request GSA for space (Security approved)
 - b. GSA agreeable to 200,000 cu. ft.
 - c. Obtained OBI, OCR, DDI, & OS approval for USIB produced documents with the understanding Agency retain control.
 - d. GSA modified specs. to meet security approval.
 - e. Using 3,000 cu. ft. O/Security approved secure space in Alexandria, FRC for very inactive records. CIA provides service.
 - f. Considered storage of purely CIA inactive Records (Finance, Logistics, OS, Personnel, DDP, etc.) decided against because of sensitivity.
3. Need 3 employees for Suitland (By GSA standards would need 4 employees).
 - a. Necessary because of distance [] and fluxation of work load between Archives, VR, Records Center and USIB type document storage. (unpredictability of work load, $1\frac{1}{2}$ to 2 hrs. travel time [] and Suitland). STAT
 - b. Control over Suitland - Doubtful DDI, DDS&T and/or OS would approve giving of control of CIA document to GSA. Also, doubtful that GSA would accept responsibility for servicing active type records.
 - c. Money already spent by GSA to modify to OS requirements.
 - d. If space not used, would be lost to us for future.
4. Alternatives
 - a. Try to get 6 contract employees on $\frac{1}{2}$ time basis (This we recommend against even if possible).
 - b. Add to facility [] at once at a cost of approximately \$750,000 with still a need to increase T/O to handle added workload.

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